



TOWN OF UPTON, MASSACHUSETTS

BOARD OF SELECTMEN

Communications Officer Full-Time – Police Department

The Town of Upton seeks to fill the full-time position (40 hours/week) of **Communications Officer**. Position reports to the Police Chief. The Communications Officer is responsible for receiving routine and emergency telephone calls for police, fire and emergency medical services, assigning and dispatching radio calls, maintaining incident logs and files, videotaping arrests, and ensuring the safety and well-being of incarcerated persons. Classifies incoming calls as to degree of urgency, determine which unit(s) to assign and dispatch radio calls. Assist public by providing information or referral via telephone or in-person. Maintain records for the Fire and EMS department, and file reports. Act as the jail keeper. Maintains records for incarcerated persons and is responsible for their safety and well-being. Videotape arrests, detainees and booking procedures. Maintain cleanliness of control room. This may require giving emergency first-aid instructions over the telephone. Monitor multiple radio frequencies and communicate with other police officers and fire personnel from mutual aid communities. Monitor performance of communications equipment. Starting Salary: \$19.55/hour, DOE.

Completed application and resume must be returned to the Board of Selectmen's office by 12:00 PM on January 28, 2016 either by email to: shakala@uptonma.gov or by mail: Board of Selectmen, 1 Main Street, Box 1, Upton, MA 01568. Applications and the job description are available on the Town's website: www.uptonma.gov under "Employment".

The Town of Upton is an Equal Opportunity Employer

BOARD OF SELECTMEN
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